Ontario Department
of Education

1971/72

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Recommendations and information for Secondary School Organization leading to Certificates and Diplomas

Circular H.S.1

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Introduction

This document contains two sections, A and B. Section A outlines the pattern of secondary school education that is intended to replace the Branch and Program structure. This plan is not obligatory for the 1971–72 school year and schools continue to be at liberty to adopt Section A in its entirety, to follow Section B, or to plot a course between A and B. Section B is similar to Circular H.S. 1 of 1968–69, and outlines the organization of schools that are still operating under the Branch and Program structure. **It should be noted that 1971–72 is the last year in which Circular H.S. 1 will describe the pattern that was formerly in effect, and the last year in which the Department will issue Secondary School Graduation Diplomas of the Branch and Program type.**

An approach to the student's program

Recent changes in Ontario's educational legislation, in the function of the Department of Education, and in the operation of many Ontario secondary schools indicate that the roles of freedom and discipline must be constantly re-assessed in schools as in other parts of our society. New thinking on these basic issues is producing new patterns for student growth and development.

The position of the secondary school in a technological society is a complex one. Teachers must look to and understand the objectives and achievements of elementary schools while at the same time maintaining close contact with new developments in post-secondary education and in the varied fields of employment. Reponsibility to the student prohibits failure in any of these vital orientations.

Educators in secondary schools carry responsibility for facilitating the growing social, intellectual, and emotional maturity of both the young and older adolescent. Basic knowledge, skills, and aptitudes which have already been established must become more highly developed in keeping with the increased demands of life in Canadian society. The vital qualities of curiosity and imagination require consistent yet delicate stimulation. Among the basic principles of education there is also the fact that one of the greatest contributions a school can make to its students is to develop in them an active desire to continue learning throughout their lives.

In many Ontario communities the challenges of these fundamental aims of the secondary schools are being faced in new ways. Seeking an opportunity to relate more deeply to the individual student and to involve the student more actively in educational decision-making, principals and teachers alike are changing traditional curricular and organizational patterns. New solutions are being sought to new problems in our constantly changing society.

Section A

Section A outlines the pattern of secondary education that is to replace the Branch and Program structure.

It is strongly recommended that preceding the adoption of any new plan in a school, the principal, his staff and his students discuss thoroughly the new educational pattern and prepare an on-going program of information to the community and of inservice professional development and evaluation.

The basic elements in the new pattern are:

- the utilization of a **credit system** as a means to greater freedom of student choice within an expanding range of curricular choices;
- the organization of student curricular choices on the basis of broad **areas of study** to ensure awareness of each of these areas of man's experience, to permit greater flexibility of choice, and to avoid the restrictive effects of student classification by Branch and Program;
- the **adaptation of courses** of study within the school so that a student may be able to choose a program which will allow him to achieve his full potential; and
- the creation of more flexible schedule patterns permitting **individual time-tables** for students in relation to their changing needs and interests, abilities and achievements.

Each student should have a program suited to his individual needs and aspirations

The primary purpose of a school is the development of each student to the maximum of his potential. Every decision as regards courses of study, teaching techniques, organization, and administration must be made in the light of this aim. It follows, therefore, that student participation in the process of decision making is particularly desirable in the secondary school.

Certain basic principles evolve from this approach:

1 The offering of a variety of courses

A student's program at any given time should reflect his current state of development. The boredom of some students and the frustration of others should be relieved by enabling each to select courses best suited to his interests and abilities. An individual time-table allows each student to work close to his own level in courses appropriate to his special interests and abilities. A student should have the opportunity to reach ahead in some subjects and to take more basic courses in others. This objective can be achieved if courses with different approaches and intensity are offered in each of many subjects. Subject promotion makes it possible for a student to repeat courses in which he has not achieved acceptable standards without having to repeat others in which his progress has been satisfactory. It is suggested that assessment procedures may be varied to meet the requirements of different courses and different groups of students. Many schools have shown an encouraging tendency to decrease undue emphasis on final examinations in favour of student progress reports during the year.

2 The full range of curricular offerings within a school available to each student

The choice of courses or units within courses by a student should depend upon his needs and interests, achievements, and abilities. A school program should provide a considerable choice of elective courses and units within courses in order to foster the particular interests and abilities of each student. Although a student's choices might be dictated by the entrance requirements of institutions of further education, this restriction need not be incompatible with his interests and needs. A student must, however, gain some acquaintance with all the broad areas into which man's knowledge may be loosely categorized.

3 Time-tabling flexible enough to achieve sound educational objectives

School schedules should facilitate educational techniques which involve varied sizes of student groups (including individual and independent study), new patterns of time allotment, new approaches to learning and teaching, and the restructuring of courses to include multidisciplinary learning. The "knowledge explosion" in most subject fields indicates the futility of emphasizing only the gathering and memorizing of large numbers of facts and details. It is more important in most subjects that students learn to investigate, think, analyze, synthesize, interpret, and record. School organization should allow learning processes based on inquiry and research by the student, on individual and independent study, on group instruction, on small-group interaction, and on the use of media centres. Thus teachers and students can select learning conditions best suited to the needs of the student and to the nature of the subject. Teachers become guides and planners, helping students learn by the most appropriate means within a framework of mutually established goals.

Building a student program

Areas of study

An **area of study** may be defined as a broad segment of man's knowledge and inquiry. The diploma requirements are designed to ensure that each student obtains some experience in each of these broad areas of knowledge and inquiry while still permitting a substantial degree of specialization if desired.

Each principal in consultation with his staff must classify the courses offered in his school under the four broad areas – **communications, social sciences, pure and applied sciences,** and **arts.** The example below illustrates one way in which some of the subjects in the school program might be classified under these headings. The four areas into which the courses offered by the school are divided are for the purpose of ensuring breadth in the student's diploma program. They should not necessarily be regarded as a suggestion for an organizational structure.

Communications

– those studies which are primarily concerned with man's interchange of thought and with all modes of human expression.

This area of study could include such subjects as the following:

Classical languages	English
Creative writing	Français
Data processing	Modern languages
Drafting	Shorthand

Social sciences

– those studies which are primarily concerned with man's unique nature and the spatial and social forces which affect his destiny and his interaction with the environment in which he lives.

This area of study could include such subjects as the following:

Economics	Man in society
Geography	Marketing
History	World politics

Pure and applied sciences

– those studies and the skills facilitating them which are primarily concerned with the properties of matter and energy and the conditions of their interaction, and with the application of this understanding to the solution of practical problems.

This area of study could include such subjects as the following:

Business machines	Mathematics
Elements of technology	Sciences
Industrial arts	Space and man

Arts

– those studies which are concerned with the aesthetic nature of man and the creative expression of that nature.

This area of study could include such subjects as the following:

Art	Music
Graphic arts	Physical education
Home economics	Theatre arts

Classification of courses

In preparing the list of studies under each area, each principal and his staff may find the following points worthy of consideration:

There are several subjects which, according to the content or the stress given, are logically appropriate in more than one area of study and for which a suitable assignment to an area or areas may depend upon emphasis given and method of approach. Principals may find it useful to assign such subjects to more than one area in their planning.

The current technical and commercial courses exhibit a great diversity in character, function, and approach. New approaches in these fields are making the offerings of a more general educational nature. In this light, and also to permit the continuance of the benefits of current technical and commercial programs, there would be merit in a distribution of these subjects across all four areas, rather than a concentration in any one area. Thus, the communications area might include shorthand, business correspondence, and the variety of current drafting courses.

The organization of study into broad areas rather than by Branch and Program will mean that designations such as "five-year", "four-year", "two-year", "occupational", etc., will no longer be required. Each student will be choosing a program over the full range of offerings according to his needs and according to his aptitude and interest in an area of study. It is anticipated that the actual program chosen by the individual student will include courses over the full range of offerings of a school. Furthermore, it is envisaged that his choices may vary from year to year, or even from semester to semester.

Provision for the full range of individual differences within any subject, course, or class will require adaptation of courses of study.

Curriculum guidelines issued by the Department offer a framework upon which courses of study can be developed at the local level to meet the needs, interests, and aptitudes of the students. Assistance in adaptation can be provided by the Department of Education program consultants, who have been directed to give priority to this type of service.

Approval of textbooks

1 Circular 14, **Textbooks,** an annual publication issued by authority of the Minister of Education, lists textbooks approved for use in the schools.

2 Principals are reminded of their responsibilities under the Acts and Regulations pertaining to textbooks used in their school. Reference should be made to the General Information section of Circular 14 and the pertinent extracts from the Acts and Regulations for provisions concerning the selection of textbooks.

3 Requests for approval to use textbooks not listed in Circular 14 or not covered under Section 5(c) of that Circular, must be submitted by the chief education officer for a school board to the Regional Director of Education for the attention of the provincial Superintendent of Curriculum.

4 Where textbooks are to be selected locally under Section 5(c) of Circular 14, preference should be given to books by Canadian authors or editors and which are printed and bound in Canada.

New or experimental courses

1 New or experimental courses not included in the rationale of existing Departmental guidelines require approval for purposes of credit towards an Ontario school graduation diploma. Approval is also required for the use of textbooks to be used in connection with new or experimental courses.

2 The chief education officer for a school board will send a request for approval to the Regional Director of Education, along with an outline of the nature of the studies to be undertaken, the level at which the course will be given, the textbooks and reference materials proposed for use and the intended date of introduction of the course.

3 The Regional Director will enlist the support of the Program Consultants and central office curriculum personnel in examination of the course. At the same time, central office curriculum personnel will consider the proposed textbooks.

4 Requests for approval must be sent well in advance of the proposed introduction of the course.

The credit system and diploma requirements

To provide a wide choice of subjects and to facilitate a system of subject rather than grade promotion, the following credit system is approved for diploma purposes.

Definition of credit

A credit is defined as successful completion of a course containing work that normally would be completed after 110 to 120 hours of scheduled time. Where the credit unit is adapted to the semester, trimester, or summer school system, lesser units than a full credit may be allowed.

Requirements for the Secondary School Graduation Diploma

A Secondary School Graduation Diploma will be granted on the recommendation of the principal of the secondary school last attended to a student who has completed satisfactorily a minimum of 27 credits on the following basis:

- at least one credit from each of the four Areas of Study in each of the student's first two years in a secondary school – (8 credits);
- at least one further credit after the first two years from each of the four Areas of Study – (4 credits) and;
- a further 15 credits.

Principals should encourage students who are capable to take more than the minimum program required.

Note

Within this framework, the principal may make specific prescriptions with the approval of the parents, on the basis of the needs of a student and the facilities and programs available.

Requirements for the Secondary School Honour Graduation Diploma

Courses available in the secondary school leading to the Secondary School Honour Graduation Diploma provide an opportunity for students to study in depth a limited number of subject areas or to continue a broad and diversified program. Students may select the courses which will fulfil their individual needs and interests. In order to derive maximum benefit from the studies undertaken, students should be helped and encouraged to utilize the widest possible variety of learning resources in both scheduled and unscheduled time. Principals are encouraged to develop as flexible a scheduling pattern as possible for courses leading to the Secondary School Honour Graduation Diploma, so that a student will have the widest possible choice in selecting his individual program.

1 The use of the term credit as applied to grade 13 on pages 24 and 46 of Circular H.S. 1 for 1970–71 is discontinued effective September 1, 1971.

2 The definition of credit in the second paragraph on page 11 of this Circular, which applies to all courses counting for credit on the Secondary School Graduation Diploma, shall be applied in unmodified form to courses counting for credit towards the Secondary School Honour Graduation Diploma. This will ensure a more integrated program throughout the secondary school, allowing a student to progress at his own pace.

3 A Secondary School Honour Graduation Diploma will be granted on the recommendation of the principal of the secondary school last attended, to a student who has gained six credits as defined on page 11 and comprising work acceptable for the Secondary School Honour Graduation Diploma.

4 Fractional credits greater than a unit credit may be presented for diploma purposes. In order to ensure a minimum depth of study in Honour Diploma work, no fractional credit less than one will be accepted. (Fractional credits less than one are accepted towards the Secondary School Graduation Diploma.)

5 Students continue to have freedom in the selection of courses from among those available in their school. More than one credit may be presented in a particular subject area for the Secondary School Honour Graduation Diploma. The importance of careful choice in the light of the future plans of each student should be emphasized.

6 Work acceptable for the Secondary School Honour Graduation Diploma may be:

(i) courses that are within the rationale of existing Departmental grade 13 curriculum guidelines, or

(ii) approved courses that are not within the rationale of existing Departmental grade 13 curriculum guidelines. In order to be approved for purposes of credit towards the Secondary School Honour Graduation Diploma, new or experimental courses must equate to the level of scholarship and depth of treatment of the existing grade 13 curriculum guidelines. Therefore a full description of the proposed course must be submitted to the Regional Director of Education in accordance with the procedure outlined on page 10.

7 Assistance in adapting present courses to the new credit pattern is available from Program Consultants at the Regional Offices of the Department of Education.

Additional information regarding diplomas

Statement of Standing

The principal of a secondary school shall issue a Statement of Standing on school stationery to a student who leaves school before completing requirements for the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma. The Statement may be issued at any time during the school year and must show the number of credit courses satisfactorily completed and any partial year's work which, in the opinion of the principal, is significant.

Secondary School Graduation Diploma

1 Where a student enters an Ontario secondary school organized on a credit system after completing one or more years of any program (including the occupational program) in a secondary school not so organized, or when a student is transferring from an elementary school or a private school, or when a school is in the process of implementing a credit system, the further credit requirements for diploma purposes are:

- with one completed year in a secondary school – a total of 20 credits;
- with two completed years in a secondary school – a total of 13 credits;
- with three completed years in a secondary school – a total of 6 credits.

2 An applicant for admission to secondary school shall be admitted to those courses which the principal feels the applicant is competent to undertake.

3 A student who is accepted for advanced enrolment in the spring in a post-secondary institution before completing requirements for the Secondary School Graduation Diploma may be released on April 21, 1972, on the recommendation of the secondary school principal. Such a student will not be eligible for a Secondary School Graduation Diploma, but he will be granted a Statement of Standing and a copy of the recommendation for advanced enrolment over the signature of the principal.

4 The qualifications listed on page 19, "Towards the Secondary School Graduation Diploma", in the table of certificates accepted in lieu of approved courses in music may be counted as two credits towards the Secondary School Graduation Diploma.

5 **Private-school students**

(i) When the principal of a private school applies to the Department to have an area superintendent report upon his school with respect to the standard of instruction and the work of the students in the Senior Division, the Regional Director of Education will arrange for the inspection.

(ii) Upon the recommendation of the principal of a private school where the area superintendent and the Regional Director of Education have reported the quality of teaching and the work of the students to be satisfactory, a Secondary School

Graduation Diploma will be granted to a student when he has gained 27 credits in accordance with the provisions set out on page 11.

6 **Private-study students**

(i) When a student is preparing himself by private study in a course, he shall notify the principal of the school from which he hopes to obtain standing as early as possible but not later than the first school day in February, and thereupon the principal shall arrange for a process of evaluation of the student's work.

(ii) When a student has obtained satisfactory standing by a process of evaluation approved by the principal, the principal shall give him a statement on school stationery certifying that he has obtained standing in the course concerned.

(iii) Except with the permission of the principal, a student may not undertake private study for credit in a course that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

(iv) When a private-study student has obtained 27 credits in accordance with the provisions set out on page 11, he must present this evidence to the principal of the school where he last obtained standing. The principal shall then recommend the student for a Secondary School Graduation Diploma.

Secondary School Honour Graduation Diploma

1 A principal shall, on the last school day in June, issue over his own signature, to each student who has been enrolled in courses leading to the Secondary School Honour Graduation Diploma, a transcript of achievement as the official statement of standing.

2 Standing obtained in either French or Français, but not both, will be counted for the purposes of the Secondary School Honour Graduation Diploma. This provision also applies to English and Anglais.

3 Where a student holds one or more grade 13 credits as defined in a previous year he may qualify for a Secondary School Honour Graduation Diploma **either**:

(i) by successfully completing work in the 1971–72 school year to make a combined total of seven former and new credits; **or**

(ii) by having grade 13 credits obtained in or prior to the 1970–71 school year re-evaluated according to the definition of credit in the second paragraph on page 11 and successfully completing work in the 1971–72 school year to make a combined total of six new credits.

4 A student who is accepted for advanced enrolment in the spring in a post-secondary institution before completing requirements for the Secondary School Honour Graduation Diploma may be released on April 21, 1972, on the recommendation of the secondary school principal. Such a student will not be eligible for a Secondary School Honour Graduation Diploma, but he will be granted a Statement of Standing and a copy of the recommendation for advanced enrolment over the signature of the principal.

5 An applicant for admission to courses leading to the Secondary School Honour Graduation Diploma shall be admitted to those courses which the principal feels the applicant is competent to undertake.

6 The provisions with respect to the Secondary School Honour Graduation Diploma place upon the principal the responsibility for ascertaining whether a student has completed successfully the requirements for the diploma when standing in any courses was obtained at another school.

7 The qualifications listed on page 19, "Towards the Secondary School Honour Graduation Diploma", in the table of certificates accepted in lieu of approved courses in music, may be counted as one credit towards the Secondary School Honour Graduation Diploma. The certificates are accepted even though they may have been accepted in part for the Secondary School Graduation Diploma.

8 **Private-school students**

(i) When the principal of a private school applies to the Department to have an area superintendent report upon his school with respect to the standard of instruction and the work of the students in the subjects leading to the Secondary School Honour Graduation Diploma, the Regional Director of Education will arrange for the inspection.

(ii) Upon the recommendation of the principal of a private school where the area superintendent and the Regional Director of Education have reported the quality of teaching and the work of the students to be satisfactory, a Secondary School Honour Graduation Diploma will be granted to a student when he has gained six credits as defined on page 11 and comprising work acceptable for credit towards the Secondary School Honour Graduation Diploma.

9 **Private-study students**

(i) When a student is preparing himself by private study in a course, he shall notify the principal of the school from which he hopes to obtain standing as early as possible but not later than the first school day in February, and thereupon the principal shall arrange for a process of evaluation of the student's work.

(ii) When a student has obtained satisfactory standing by a process of evaluation approved by the principal, the principal shall give him a statement on school stationery certifying that he has gained standing in the course concerned.

(iii) Except with the permission of the principal, a student may not undertake private study for credit in a course that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

(iv) When a private-study student has obtained six credits as defined on page 11 and comprising work acceptable for credit towards the Secondary School Honour Graduation Diploma, he must present this evidence to the principal of the school where he last gained standing. The principal shall then recommend the student for a Secondary School Honour Graduation Diploma.

Correspondence courses

A student who obtains the required standing through the correspondence courses offered by the Department of Education for either the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma will be recommended for the appropriate diploma by the Director of Correspondence Courses. Refer to the booklet, **Correspondence Courses 1971–72.**

Planning and services

Planning

The planning of a high school program which will permit differentiated rates and channels of progress for individual students requires more time, energy, and resources than have normally been devoted to time-tabling. The definition of credit given in this document establishes time as a genuinely flexible resource and permits the utilization of longer or shorter weeks, out-of-school activities which are part of the curriculum, block or modular schedules, and annual, semester, or trimester organizations.

Apart from the broad prescription concerning Areas of Study, there is no compulsion towards specific subjects for the granting of a diploma.

Some schools or departments may adopt team-teaching or variable grouping arrangements of classes. Large, medium, and small groups each have distinct advantages in given situations, but each creates special demands on planning. If the formal "class" is no longer used as an organizational or instructional unit, the principal should provide a system in which each student can "relate" to a particular teacher who acts as an advisor and when required directs the students to appropriate sources of help and advice.

Guidance services

The relative freedom of curricular choice extended to students places heavier demands upon the consultation resources available in the schools. It is suggested that principals pay particular attention to this factor in their initial planning.

The building of individual programs with each student necessitates continuous assessment of individual potentialities and achievement. Adequate guidance services are essential in easing the adjustment of new students into the school, in assisting staffs in feeder schools in their preparatory discussions with students, in providing a satisfactory flow of educational and vocational information to students, teachers, and parents, and in maintaining a continuous counselling service.

Where curricular choices are made contrary to the advice of the principal and his staff, responsibility must be assumed by the student concerned and his parents.

Where a student finds that he is unable to achieve satisfactorily in a course, he may, after consultation, be permitted to transfer to an alternative course from which he may expect to derive benefit.

Media centre

An increased emphasis on independent study and research requires a variety of learning materials. Areas for independent and small group activities are encouraged.

Regularly scheduled classes in the media centre should be avoided so that the centre may be accessible to groups and individual students at all times of the school day as well as before and after regular school hours. Consideration should be given to the extension of library service to evenings and weekends.

Most effective use is made of the media centre when the principal, teachers, students, and the school librarian co-operatively determine the materials and services which need to be provided.

Principals should encourage those in charge of media centres to place particular emphasis upon the acquisition of suitable learning materials of Canadian origin.

General Information for all Secondary Schools

Occupational education

Occupational education consists of specially designed courses whose purpose is to provide education and skills training to interest and stimulate those students who wish a program that will prepare them for their occupational goals. Programs of up to four years' duration may be provided depending upon the needs of individual students. Provision should be made for admission of students from special programs in the elementary school.

The credit definition on page 11 applies also to courses developed for occupational education. Credits earned in these courses will count equally with others towards the Secondary School Graduation Diploma.

Instruction should be assigned to successful, sympathetic teachers of some experience who have an understanding of the student's problems and a commitment to the objectives of these courses. The number of students in classes should be consistent with the objectives of an individualized program. Teachers as well as guidance personnel should accept responsibility for counselling students and for assisting them to obtain employment at the appropriate time.

Courses should be designed following a study of the abilities and needs of the students, types of employment available and the needs of the community.

Activities within shops should simulate actual working conditions as much as possible. It should be brought to the attention of students, however, that if they wish to enter an apprenticeship in a designated trade, they must be capable of meeting the educational requirements of that apprenticeship.

Normally a 50-50 balance of General and Practical Courses is suggested for this program, with exceptions in certain individual cases. However, every effort should be made to integrate and relate to each other, the content and applications of the courses.

Students should have the opportunity to select their programs from a variety of courses. The selection of courses should not be restrictive toward either sex, but dependent mainly upon student interest.

Special education in the secondary schools

Special education programs in secondary schools should provide for individual students with unique educational needs. Such students may have specific learning or physical disabilities or have social or emotional difficulties. Instruction for the student confined to home or hospital is a recognized special education service of the secondary school.

Principals should exercise the utmost flexibility in providing programs to meet individual needs. If it is desirable, the student might attend classes in a subject which he likes and from which he feels he can derive benefit.

A major goal of special education is the integration within regular programs of as many exceptional students as possible. Consultative services are available to principals, teachers and students in many school jurisdictions. Additional service is available on request through the Regional Offices of the Department of Education.

Provision for summer-school students

1 Under the provisions of Subsection 27 of Section 35 of **The Schools Administration Act,** summer schools may be established by Boards of Education in any subjects of the elementary and secondary school program. Separate School Boards may establish summer schools in any subjects of the elementary school program and in any subjects of grades 9 and 10. Paragraph 24 of Subsection 2 of Section 1 of the Act as amended by Bill 241, **An Act to amend The Schools Administration Act,** 1968–69, provides for grant allowance for attendance at summer school. Since grants are paid in respect of resident students taking summer school courses provided by a board in the same manner as for day school students during the regular school year, no fees are to be charged to such students. The chief education officer of the board concerned shall notify the Registrar by May 15 of the subjects in which it intends to operate a summer school.

2 Courses offered by summer schools may be of three types:

(i) Courses, carrying diploma or certificate credit, designed for students who have taken the same courses in day classes during the regular school year, but who have not obtained standing or who wish to improve their standing in such courses.

(ii) Courses for credit, that have not been previously studied.

(iii) Courses that are not for credit but designed to meet the specific interests or needs of students.

3 Students who meet the terms for admittance established by the board operating the summer school may be admitted to summer school courses.

4 Summer school courses may not begin until after the last legal school day in June, nor extend beyond the first legal school day of the next school year.

5 Courses taken for credit, where the student did not obtain sufficient standing during the regular school year in the same course, need not be scheduled for the full time stated in the credit definition given on page 11. In no case, however, may the amount of scheduled time be less than one half the total time provided for the course during the regular session. Standing for students in these courses shall be the higher of the standings obtained in summer school and in the regular day classes, and not on the basis of averaging the two.

6 To qualify for diploma or certificate credit, courses that have not been taken previously by the student must be studied in a manner comparable to that which would apply to the regular school term. Under a credit system, the credit definition given on page 11 applies in unmodified form. Fractional Credits may be arranged.

7 On or before the last day of August, a statement of the standing obtained in summer school courses should be issued to the student by the board operating the summer school. Where the course carries diploma or certificate credit, the standing shall also be reported to the principal of the school that the student last attended. This standing shall be accepted by the principal of the school last attended as if it had been granted upon his report and shall be recorded in school records along with courses taken during the regular school year.

8 Where a student, through attendance and achievement at an approved summer school, completes the requirements for a diploma or certificate, he will immediately be recommended for the appropriate diploma or certificate by the principal of the school last attended, who will submit the required records to the Registrar.

Certificates accepted in lieu of approved courses in music

(See Note 4, page 12, Note 7, page 13, and Note 4, page 47)

	Towards the Secondary School Graduation Diploma	Towards the Secondary School Honour Graduation Diploma
Royal Conservatory of Music of Toronto	(i) Grade VII Practical and Grade II Theory or Rudiments or (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory or Rudiments or (ii) Grade IV Theory
Western Ontario Conservatory, London	(i) Grade VII Practical and Grade II Theory or (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory or (ii) Grade IV Theory
Royal Hamilton College of Music	(i) Grade VII Practical and Grade II Theory or (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory or (ii) Grade IV Theory
McGill Conservatorium	(i) Grade 9 Practical and Grade 9 Theory or (ii) Grade 10 Theory and T.C.M. Grade III History	(i) Grade 10 Practical and Grade 10 Theory or (ii) Grade 11 Theory
Trinity College London, England	Grade V Practical and Grade IV Theory	(i) Grade VI Practical and Grade V Theory or (ii) Grade VIII Theory
Royal Schools London, England	Grade V Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade V Theory

Section B

The Branches and Programs described, permit, subject to limitations of accommodation, enrolment, and teaching staff, the provision of courses that offer a good general education and that are adapted to the requirements of students having varied interests, abilities, career plans, and educational objectives. In organizing his school under the Branches and Programs the principal should endeavour to make as fully as is practicable those arrangements which will permit students to enrol in courses suited to their special aptitudes and interests.

The development of the full potential of each student by the promotion of interested, sustained effort, throughout the full program of study in which he is enrolled must be a basic consideration in planning the organization of the school.

The value of careful and judicious counselling of students with regard to the Branch, Program, and optional subjects to be selected must be emphasized.

It is desirable that the school time-tables (a) provide flexibility in the choice of optional subjects available in each Branch or Program, and (b) permit the transfer of students within reasonable limits from one Program to another within a Branch.

With minor exceptions noted hereafter, the obligatory and optional subjects are the same in grade 9 for each of the three Branches leading, respectively, to the type of career indicated by the name of the Branch. Courses of study offered for grade 13 are not differentiated as to Branch and Program.

Note In schools where French is the language of instruction, reference should be made to the amendments to The Secondary Schools and Boards of Education Act, 1968.

Suggestions and recommendations for the programs in all branches

1 The programs of study

In order that the programs of study may best serve the needs of the large numbers of students for whom they are designed, teaching staffs should become clearly aware of the principles that underlie the planning of the programs in order to apply these principles in the classrooms. The Four-year Program in each Branch, for example, has a highly important educational purpose for a large group of students who will share usefully in the responsibilities of adult citizenship. The more definite grouping of students according to their aptitudes and career plans which may be arranged where the several programs are available will facilitate the instruction of each student to the full extent of his ability and willingness to achieve.

2 Organization

All time allotments are shown in terms of a 45-period week since this organization is commonly used. A principal is free, however, to adopt any reasonable modification, and one who is planning to organize his school on the basis of a personal time-table for each student may make the alterations necessary to schedule subjects in units of five periods or suitable modules. In these circumstances, he should endeavour to keep the total time allotted to a subject, from grade 9 through grade 12, approximately as suggested for the 45-period week. He should also ensure that adjustments are made to the courses to reconcile content and time allotment.

The principal, in assigning teaching duties, should give consideration not only to the number of students but also to the number of different preparations with which the teacher will be concerned.

Subjects may be semestered wherever this is advantageous.

It is understood that assembly periods will be arranged equitably with regard to teaching time for the subjects.

3 Options

Careful consideration should be given before providing courses for fewer students than is economically sound.

A new optional subject should be offered only if, in addition to a reasonable number of students, a teacher well qualified for the work, a proper course of study, and suitable accommodation and equipment (including textbooks) are available.

Students of the Business and Commerce and of the Science, Technology, and Trades Branches must be given priority in the assignment to classes of vocational accommodation in the school.

4 Library

In view of the vital part that library resources must play in the implementation of new curricula, and in the educational development of students generally, it is essential that all students be given the opportunity to profit from the rich experience to be derived from teaching and research in the library both during class periods and at other times of the day.

To afford students every opportunity for use, the library should be open for service continuously from 8.30 a.m., through the lunch periods, until at least one hour after the end of classes. If desired by students and teachers, and if staff is available, the library may be opened in the evenings and on Saturday for library service and for study.

The library should be available for use by class groups, by seminar groups and by individual students, as much as possible during class hours. It should not be a home classroom, and principals should avoid scheduling the library as a subject classroom. It should be a free-use area during activity period.

A grade 9 library program, conducted by a trained school librarian, is essential for all first-year students. While this program serves to introduce these students to the materials, the organization, and the services of the library, it should emphasize reading, experience with subject resources, and instruction in research techniques in support of the program of the grade 9 classes.

For the best program each grade 9 class of all branches should have one library period per week or cycle with the trained school librarian in charge of the period. When it is necessary to place a teacher in charge of the library who is untrained in school librarianship, a bi-weekly or monthly visit by grade 9 classes to exchange books may be sufficient.

The grade 9 program, however, should not occupy the library to the exclusion of other classes, and of senior students who have time allotted for library research. In large schools of 1,500 and more students, where the library quarters accommodate only one class group, it is advisable to arrange the grade 9 library period on alternate weeks or cycles, in order to leave more periods open for subject classes of grades 10 to 13. Teachers of these grades in any subject should have the opportunity to arrange periods in the library for their classes, or parts of their classes as required.

Students on spares, particularly grade 13 students, should be permitted to use the library for research during their spare periods.

Classes in occupational education should have a regular library period with emphasis on reading. These periods may be conducted in the classroom if the teacher deems it advisable.

5 Physical education

The course in physical education and the related course in health are included in one course known as physical education. Of the four obligatory periods for the subject in each of grades 9, 10, 11, 12, three periods will be assigned to an activity program either indoors or outdoors and one period to instruction in health.

6 Guidance

The provision of adequate guidance services throughout the secondary school program is necessary in order to continue to assist the student with educational and vocational decisions in a complex and changing society. Changes in courses of study and program organization, as well as more flexible scheduling, will demand additional time for guidance.

The responsibility of school guidance personnel includes the counselling of individual students, with time provided in the ratio of one period per week for every fifteen students enrolled.

Group work classes in guidance should be provided at appropriate times throughout the secondary school program with particular emphasis at the grade 9 and grade 12 levels. The total time assigned for group work during the student's secondary school years should not be less than 70 periods. It is suggested that the more effective manner of time-tabling group work is in blocks of time at each grade level. Additional information is available from the guidance Program Consultants.

It is essential that principals through their guidance departments maintain a constant survey of current admission requirements to post-secondary institutions and make sure that curricular choices are available to allow students to meet these requirements.

7 French language schools

For schools in which French is the language of instruction, note that Français occupies the same position in the student's program as does English for an English language student. English or Anglais is an obligatory subject in French language schools and either may be used to satisfy diploma requirements. Where this requirement demands that students in a French language school take one more subject than students in an English language school one less option may be chosen.

8 Adaptation of courses

The present course outlines available from the Department and others being developed offer a framework upon which courses of study can be developed at the local level to meet the needs, interests, and aptitudes of the students. Assistance in adaptation can be provided by the Department of Education Program Consultants, who have been directed to give priority to this type of service.

Approval of textbooks

1 Circular 14, **Textbooks,** an annual publication issued by authority of the Minister of Education, lists textbooks approved for use in the schools.

2 Principals are reminded of their responsibilities under the Acts and Regulations pertaining to textbooks used in their school. Reference should be made to the General Information section of Circular 14 and the pertinent extracts from the Acts and Regulations for provisions concerning the selection of textbooks.

3 Requests for approval to use textbooks not listed in Circular 14 or not covered under Section 5(c) of that Circular, must be submitted by the chief education officer for a school board to the Regional Director of Education for the attention of the provincial Superintendent of Curriculum.

4 Where textbooks are to be selected locally under Section 5(c) of Circular 14, preference should be given to books by Canadian authors or editors and which are printed and bound in Canada.

New or experimental courses

1 New or experimental courses not included in the rationale of existing Departmental guidelines require approval for purposes of credit towards an Ontario school graduation diploma. Approval is also required for the use of textbooks to be used in connection with new or experimental courses.

2 The chief education officer for a school board will send the request for approval to the Regional Director of Education, along with an outline of the nature of the studies to be undertaken, the level at which the course will be given, the textbooks and reference materials proposed for use and the intended date of introduction of the course.

3 The Regional Director will enlist the support of the Program Consultants and central office curriculum personnel in examination of the course. At the same time, central office curriculum personnel will consider the proposed textbooks.

4 Requests for approval must be sent well in advance of the proposed introduction of the course.

Arts and Science Branch

The Five-year Program in this Branch makes provision for students who desire to proceed to grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, or to other further studies for which the successful completion of work in grade 13 is required.

A student who completes successfully four years of the Five-year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma.

A student who completes successfully the grade 11 or the grade 12 requirements in the Five-year Program of this Branch may be admitted to a special one-year course in business and commerce subjects or vocational art. A student who has met the minimum requirements for admission stated on page 40 may enter upon a special one-year course in technical subjects.

A student who meets the grade 13 requirements stated elsewhere in this circular will be awarded a Secondary School Honour Graduation Diploma.

Subjects of study

Grade 9

	Teaching periods 45-period week
A / Obligatory subjects	
English/Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
French/Anglais – English	5(6)
Group guidance (see Note 6, p. 22)	(1)
B / Optional subjects – Any one or two of:	
Art	5(4)
Music	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Agriculture – environmental science	5(4)
Typewriting	5(4)
Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 If in any class only one option is provided, additional teaching time may be assigned to obligatory subjects.

Note 2 The division of time between obligatory subjects and the optional subjects (two options) in grade 9 should be approximately 80% and 20%.

Note 3 Although the study of Latin may begin in grade 9 it is preferable to introduce it at the grade 10 level. In schools where Latin is taught in grade 9, provision must be made for students who transfer to commence it in grade 10.

Note 4 The assignment of double option time is not permitted in grade 9 classes of this Branch.

Note 5 Principals should be prepared to organize classes in French for students who have taken French in elementary school, which recognize the nature of their previous program in the subject. However, French should not be regarded as obligatory for such students.

Grade 10

	Teaching periods 45-period week
A / Obligatory subjects	
English/Français	8
History	4
Geography	4
Physical education	4
Anglais – English	6(5)
B / Optional subjects – Any two of:	
Mathematics	5(6)
Science	5(6)
A language (French, Latin, Classical Greek, German, Spanish, Italian, Russian)	6(5)
C / Any two or more of:	
Optional subjects not chosen above	5(4)
Art	5(4)
Music	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Agriculture – environmental science	5(4)
Bookkeeping, data processing or typewriting	5(4)
An additional language	5
Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 A student may be permitted to enter upon the study of commercial work, industrial arts or technical subjects, home economics, art, music, or agriculture – environmental science as an option in grades 11 and 12 only if he has completed successfully the course in the subject in grade 9 or grade 10, or both these grades.

Note 2 A student who plans to take the grade 13 course in biology should include science among his optional subjects in grades 11 and 12.

Note 3 Principals should ensure that students and parents are advised with respect to the subjects required for admission to the post-secondary institution of their choice.

Grades 11 and 12

	Teaching periods 45-period week
A / Obligatory subjects	
English/Français	8
Physical education	4
Anglais – English	6(5)

B / Optional subjects – Any four of:

The Legacy of the Ancient and Mediaeval World (World History, Part I); The Modern World (World History, Part II); Man and the Changing Earth (World Geography, Part I); Man and the World (World Geography, Part II)	5
Mathematics, science (physics; chemistry), French, Latin, Classical Greek, German, Spanish, Italian, Russian	6(5)

C / One or two of:

Optional subjects not chosen above	5(6)
Business and commerce subjects *	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Art	5(4)
Music	5(4)
Agriculture – environmental science	5
Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 Any two courses in history and/or geography may be offered in grades 11 and 12 as an option for diploma purposes.

Note 2 A principal may offer a program which permits a student to select three options from Group B and two options from Group C. In these circumstances, students and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

*Any subject not previously taken for more than one year.

Business and Commerce Branch

The Five-year Program in this Branch makes provision for students who will find studies in business and commerce of advantage in their future careers and who desire to proceed in grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, or to other further studies for which the successful completion of work in grade 13 is required.

In this Branch two different fields of specialization are provided. One features the attainment of a high degree of secretarial competence by the end of grade 12; the other specializes in accounting and business management. Reference should be made to Curriculum RP-31 (1963) for arrangement of the courses and details of their content.

A student who completes successfully four years of the Five-year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma.

A student who completes successfully the grade 11 or the grade 12 requirements in the Five-year Program of this Branch may be admitted to a special one-year course in business and commerce subjects, vocational art or vocational music.

A student who has met the minimum requirements for admission stated on page 40 may enter upon a special one-year course in technical subjects.

A student who meets the grade 13 requirements stated elsewhere in this circular will be awarded a Secondary School Honour Graduation Diploma.

For a student enrolled in this Five-year Program approximately 20% of the instructional time in each of grades 9, 10, 11, and 12 will be devoted to business and commerce subjects.

Subjects of study

Grade 9

A / Obligatory subjects	Teaching periods 45-period week
English / Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
French / Anglais – English	5(6)
Commercial subjects: Business practice and typewriting	10(9)
Group guidance (see Note 6, p. 22)	(1)

Note 1 The division of time between the non-commercial subjects and the commercial subjects in grade 9 in this Program should be approximately 80% and 20%.

Note 2 In vocational and composite schools, four or five periods weekly in art or music may be provided in grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Note 3 Principals should be prepared to organize classes in French for students who have taken French in elementary school, which recognize the nature of their previous program in the subject. However, French should not be regarded as obligatory for such students.

Grade 10

A / Obligatory subjects	Teaching periods 45-period week
English / Français	8
History	4
Geography	4
Physical education	4
Business and commerce subjects (double option), (secretarial: shorthand and typewriting; accountancy; bookkeeping; business machines and mathematics or data processing)	10(9)
Anglais – English	5(6)
B / Optional subjects – Any two of:	
Mathematics, science, Latin, French, German, Classical Greek, Spanish, Italian, Russian	5(6)
C / An optional subject not chosen above or any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 The division of time in grade 10 between the other subjects and business and commerce subjects should be approximately 80% and 20%.

Grades 11 and 12

A / Obligatory subjects	Teaching periods 45-period week
English / Français	8
Physical education	4
Business and commerce subjects (double option)	10
Anglais – English	5(6)

B / Optional subjects – Any four of:

The Legacy of the Ancient and Mediaeval World (World History, Part I); The Modern World (World History, Part II); Man and the Changing Earth (World Geography, Part I); Man and the World (World Geography, Part II)	5
Mathematics, science (physics; chemistry), French, Latin, German, Classical Greek, Spanish, Italian, Russian	6(5)
Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 Any two courses in history and/or geography may be offered in grades 11 and 12 as an option for diploma purposes.

Note 2 In grades 11 and 12 approximately 20% of the time should be devoted to business and commerce subjects.

Note 3 A student in the Five-year Program of this Branch who obtains standing in four options of grades 11 and 12 and standing equivalent to a single option in business and commerce subjects may be recommended by the principal for a Secondary School Graduation Diploma in the Five-year Program of the Arts and Science Branch.

Note 4 A principal may offer a program which permits a student to select three options from Group B. In these circumstances, students and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

Science, Technology, and Trades Branch

The Five-year Program in this Branch, as in the two other branches described herein, leads to the Secondary School Honour Graduation Diploma and enables students to qualify for admission to a university course, or to other further studies for which successful completion of work in grade 13 is required. It provides for students who plan upon graduation from secondary school to enter upon work such as indicated by the name of the branch, an opportunity to study subjects having a special relationship to their future careers.

A student who completes successfully four years of the Five-year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma.

A student who meets the grade 13 requirements stated elsewhere in this circular will be awarded a Secondary School Honour Graduation Diploma.

A student who completes successfully the grade 11 or the grade 12 requirements in the Five-year Program of this Branch may be admitted to a special one-year course in business and commerce subjects or vocational art. A student who has met the minimum requirements for admission stated on page 40 may enter upon a special one-year course in technical subjects.

Subjects of study

Grade 9

A / Obligatory subjects	Teaching periods 45-period week
English/Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)

French / Anglais – English	5(6)
Group guidance (see Note 6, p. 22)	(1)
– and one of	
Technical subjects (including agriculture – environmental science) or home economics, vocational art or vocational music	9(10)

Note 1 The division of time between non-technical and technical subjects should be approximately 80% and 20%.

Note 2 In vocational and composite schools, four or five periods weekly in art or music may be provided in grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Note 3 Principals should be prepared to organize classes in French for students who have taken French in elementary school, which recognize the nature of their previous program in the subject. However, French should not be regarded as obligatory for such students.

Grade 10

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	8
History	4
Geography	4
Physical education	4
Technical subjects, home economics, vocational art, vocational music or agriculture – environmental science (double option)	10(9)
Anglais – English	5(6)
B / Optional subjects – Any two of:	
Mathematics	5(6)
Science	5(6)
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5(6)
C / Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 The division of time between the other subjects listed above and that assigned to technical subjects or home economics, vocational art or vocational music should be approximately 80% and 20%.

Grades 11 and 12

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	8
Physical education	4
Any one of:	
Technical subjects, home economics, vocational art, vocational music or agriculture – environmental science (double option)	10(9)
Anglais – English	5(6)

B / Optional subjects – Any four of:

The Legacy of the Ancient and Mediaeval World (World History, Part I); The Modern World (World History, Part II); Man and the Changing Earth (World Geography, Part I); Man and the World (World Geography, Part II)	5
Mathematics, science (physics; chemistry), French, Latin, German, Classical Greek, Spanish, Italian, Russian	6(5)
Any authorized subject from any Program or grade within this Branch for which prerequisites can be met	5(4)

Note 1 Any two courses in history and/or geography may be offered in grades 11 and 12 as an option for diploma purposes.

Note 2 As in grades 9 and 10 of this Branch, approximately 20% of the time is to be devoted to technical subjects or home economics, vocational art or vocational music.

Note 3 Students who take home economics are advised to select mathematics and science as optional subjects.

Note 4 A student in the Five-year Program of this Branch who obtains standing in four options of grades 11 and 12 and standing equivalent to a single option in technical subjects, home economics, vocational art or vocational music of these grades may be recommended by the principal for a Secondary School Graduation Diploma in the Five-year Program of the Arts and Science Branch.

Note 5 A principal may offer a program which permits a student to select three options from Group B. In these circumstances, students and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

Grades 11 and 12

Technical subjects

of the Five-year Program in the Science, Technology, and Trades Branch

Drafting – architectural	Industrial chemistry
Drafting – mechanical	Industrial physics
Electricity	Machine shop
Electronics	Building construction (1 year only)

Note 1 The courses offered shall be technological in nature.

Note 2 In grade 11, a student shall select two from the list of technical subjects above. One of these must be continued in grade 12 and the other completed in grade 11. Another technical subject must be selected in grade 12. (See Note 5 for industrial chemistry and industrial physics.)

Note 3 Alternate technical subjects may be taken in schools unable to offer one or more of the technical subjects listed above.

Note 4 For admission to grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a student must have completed successfully the technical subjects in grade 10 of the Five-year Program. This requirement is not mandatory for students selecting industrial chemistry or industrial physics.

Note 5 Students of industrial chemistry will have covered much of the fundamental work in chemistry during their grade 11 year. Thus the work of the grade 12 science option (chemistry) must be fully integrated with the industrial chemistry to avoid needless repetition. All topics in the grade 12 science option (chemistry) must be covered fully. It is not acceptable to group students of industrial chemistry with other grade 12 students for the science option (chemistry).

In grade 11, it is recommended that the grade 11 industrial chemistry student take the science option (physics), 6(5) periods, and industrial chemistry 10(9) periods. In grade 12 the science option (chemistry) and industrial chemistry shall be combined to give 11(10) periods of chemistry. The remaining 5(4) periods of technical subject time shall be assigned to electronics or to additional industrial chemistry.

For industrial physics, the following allotment of time is recommended:

Grade 11 – science option (physics) – 6(5) periods and industrial physics 10(9) periods, of which 5 are devoted to electricity/electronics.

Grade 12 – science option (chemistry) – 6(5) periods and industrial physics 10(9) periods.

Courses of study, grade 13

Work acceptable for the Secondary School Honour Graduation Diploma may be:

(i) courses that are within the rationale of existing Departmental grade 13 curriculum guidelines, or

(ii) approved courses that are not within the rationale of existing Departmental grade 13 curriculum guidelines. In order to be approved for purposes of credit towards the Secondary School Honour Graduation Diploma, new or experimental courses must equate to the level of scholarship and depth of treatment of the existing grade 13 curriculum guidelines. Therefore a full description of the proposed course must be submitted to the Regional Director of Education in accordance with the procedure outlined on page 23.

Note 1 For the Secondary School Honour Graduation Diploma requirements see pages 11 and 13.

Arts and Science Branch

The Four-year Program in this Branch is designed to provide a well-balanced secondary school education, based on sound standards of curriculum and achievement, for students whose particular interests it will serve better than one of the alternative programs. It may be expected that, after careful consideration and with the benefit of good counselling, students will enter upon this Program for such reasons as are stated below.

(a) They want to obtain a broad general education and to qualify for a Secondary School Graduation Diploma as a record of success in secondary school subjects.

(b) They would benefit from a course in which the emphasis is directed towards those careers in which meeting and dealing with the public play a principal part. Many graduates of this Four-year Program will seek employment as sales representatives, as demonstrators or receptionists, as personnel on the non-technical side of radio and television, or in the field of travel and publicity.

(c) Their plans for employment do not demand specialized training in commercial or technical skills, or their prospective employment will offer on-the-job training for which a broad general education is regarded as suitable preparation.

(d) They recognize, on the basis of their achievement in earlier grades (which may include grade 9), that the courses in the Four-year Program are best suited in content and requirements to their particular needs and interests and are more likely, therefore, to enable them to gain success and satisfaction from their studies.

Students who complete satisfactorily the Four-year Program in this Branch will be awarded a Secondary School Graduation Diploma. Those who gain this standing and desire more specific preparation for employment may be admitted to a special one-year course in business and commerce subjects, technical subjects, vocational art or vocational music or to certain courses at the colleges of applied arts and technology.

Subjects of study

Grade 9

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
French	5(6)
Group guidance (see Note 6, p. 22)	(1)
Anglais – English	5(6)
B / Optional subjects – Any one or two of:	
Music	5(4)(3)
Art	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Agriculture – environmental science	5(4)

Typewriting	5
– or	
Business practice	5(4)
Any authorized subject from any Branch, Program, or grade for which prerequisites can be met	5(4)

Note 1 If in any class only one option is provided, additional teaching time may be assigned to obligatory subjects.

Note 2 The division of time between obligatory subjects and optional subjects (two options) in grade 9 should be approximately 80% and 20%.

Note 3 When a sufficient number of students on entering grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to any option of grade 9 (arts and science) or is distributed among other obligatory subjects.

Note 4 The assignment of double option time is not permitted in grade 9 classes of this Branch.

Grade 10

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	8
History	4
Geography	4
Physical education	4
Anglais – English	5(6)
B / Optional subjects – Any four or five of:	
Mathematics	5(6)
Science	5(6)
French	5(6)
Latin	5
Another language *	5
Agriculture – environmental science	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Art	5(4)
Music	5(4)
Bookkeeping or typewriting	5
Any authorized subject from any Branch, Program or grade for which prerequisites can be met	5(4)

*German, Classical Greek, Spanish, Italian, Russian.

Note 1 In classes having fewer than five optional subjects, additional teaching time may be assigned to the subjects studied.

Note 2 A student may be permitted to enter upon the study of industrial arts or technical subjects, art, music, agriculture – environmental science or home economics as an optional subject in grades 11 and 12 at the discretion of the principal, although it is recommended that he take a course in a subject which he has successfully completed in grade 9 or grade 10, or both of these grades.

Note 3 Optional subjects other than commercial subjects, technical subjects, art or music (if vocational art or vocational music is offered) may be assigned double teaching time. A student may undertake the study of only one double option (to be counted as two options).

Grades 11 and 12

	Teaching periods 45-period week
A / Obligatory subjects	
English/Français	8
Physical education	4
Anglais – English	5(4)
B Optional subjects – Any five or six of:	
History (grade 11)	5
Economics (grade 12)	5
Mathematics	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5
Agriculture – environmental science	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Art	5(4)
Music	5(4)
Business and commerce subjects *	5
Man in society	5
Space and man	5
World politics	5
Modern literature	5
Theatre arts	5
Speech arts	5
Biology	5
Geology	5
Any authorized subject from any Branch, Program or grade for which prerequisites can be met	5(4)

*Any subject not previously studied for more than one year.

Note 1 The optional subjects chosen by a student on entering grade 11 should normally be continued in grade 12, but with the approval of the principal, a student may complete one subject in grade 11 of this Branch and Program and select another to be completed in grade 12 in order to constitute an option. A sequence through grades 11 and 12 must be followed in at least two options.

Note 2 Double teaching time may be assigned to one optional subject in these grades other than business or commerce subjects, technical subjects, home economics, art or music (if vocational art or vocational music is offered). If the study of the course is completed successfully, credit may be given for two options.

Note 3 Either man in society or world politics may be taken in grade 11 or grade 12 but both these courses should not be taken concurrently in one of these grades.

Note 4 For credit in science in grades 11 and 12, students may take any two of physics, chemistry, biology, geology.

Business and Commerce Branch

The Four-year Program in this Branch provides, for students who are specially interested in the study of business and commerce subjects and have the necessary aptitudes, an opportunity to obtain both a good secondary school education in basic subjects and the specialized skills that lead to employment in commerce and industry. Capable students may further qualify themselves for employment and advancement in these fields by the study of courses in data processing, business finance, business organization and management, marketing and other senior business subjects.

Students who meet satisfactorily the requirements of this Four-year Program will be awarded a Secondary School Graduation Diploma and are also eligible for admission to a special one-year course in technical subjects, vocational art or vocational music.

Reference should be made to Curriculum RP-31 (1963) for information regarding business and commerce subjects that may be taught in the several grades and desirable sequences in the instruction.

Subjects of study

Grade 9

A / Obligatory subjects	Teaching periods 45-period week
English / Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
French *	5(6)
Group guidance (see Note 6, p. 22)	(1)
– and	
Business and commerce subjects	10(9)
Anglais – English	5(6)

Note 1 The division of time between non-commercial subjects and commercial subjects in grade 9 of this Branch should be approximately 80% and 20%.

*Note 2 When a sufficient number of students on entering grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to commercial subjects or any option of grade 9 (arts and science) or is distributed among other obligatory subjects.

Note 3 In vocational and composite schools, four or five periods weekly in art or music may be provided in grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

A / Obligatory subjects	Teaching periods 45-period week
English / Français	8
History	4
Geography	4
Physical education	4
Business and commerce subjects	10
Anglais – English	5(6)
B / Optional subjects – Any three of:	
Mathematics (commercial)	5(6)
Science	5(6)
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial arts or technical subjects	5(4)

Home economics	5(4)
Additional time in business and commerce subjects	5(10)
Any authorized subject from any Branch, Program, or grade for which prerequisites can be met	5(4)

Note 1 The normal allotment of time for commercial subjects in grade 10 is 10 to 15 periods, as indicated above, unless there is a special reason for students to choose an alternative option.

Note 2(a) For admission to the study of courses in grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a student must have completed successfully the business and commerce subjects of grade 10 of the Four-year Program of the Branch. It is advisable that the student shall also have taken successfully some commercial work in grade 9.

(b) A student may be permitted to enter upon the study of art, music, science, industrial arts, technical subjects, or home economics in grades 11 and 12 only if he has completed successfully the course in the subject in grade 9 or grade 10.

Grades 11 and 12

	Teaching periods 45-period week
A / Obligatory subjects	
English literature / Littérature française	4
Composition, business correspondence and language study	4
Physical education	4
Business and commerce subjects (a minimum of four subjects per year)	18(23)
Anglais – English	5(6)
B / Optional subjects – Any two or three of:	
History (grade 11), economics (grade 12)	5
Mathematics (commercial)	5(6)
Science	5(6)
Geography	5(6)
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial arts or technical subjects	5(4)
Home economics	5(4)
Business and commerce subjects not taken above	5
Any authorized subjects from any Branch, Program or grade for which prerequisites can be met	5(4)

Note 1 In grades 11 and 12 approximately 50% of the teaching time will be assigned to business and commerce subjects.

Note 2 In schools offering a bilingual commercial course the time for correspondence should be divided between English and Français.

Note 3 Any optional subject chosen by a student on entering grade 11 should normally be continued in grade 12 but with the approval of the principal a student may complete one subject in grade 11 of this Branch and Program and select another to be completed in grade 12 in order to constitute an option.

Special one-year commercial course

The Special Commercial Course, designed to fit the graduate for office employment, is an intensive one-year vocational course based upon an adequate general education.

Students who have completed satisfactorily grade 11 or grade 12 of any approved Five-year Program, or grade 12 of a Four-year Program, are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (commercial-special).

Successful completion of the One-Year Special Commercial Course qualifies a student for standing in the commercial option which may be required to complete the requirements for the Secondary School Graduation Diploma (Arts and Science Branch).

Subjects

Teaching time is suggested as follows:	Periods
Correspondence and spelling	5
Physical education	4
Economics and law	4
Shorthand and transcription	10
Typewriting and office practice	10
Business machines	3
Business mathematics	3
Bookkeeping	6

Note 1 If business machines is not offered, the three periods suggested should be allocated to typewriting and office practice or business mathematics.

Note 2 Economics and law, and also penmanship and correspondence, may be taken in consecutive terms.

Note 3 In special circumstances other options not taken previously may be substituted for the 10 periods of shorthand and transcription.

Science, Technology, and Trades Branch

The Four-year Program in this Branch offers, together with the study each year of basic secondary school subjects, specialized instruction in technical subjects, vocational art, vocational music, home economics or agriculture – environmental science, for students who have special aptitude in one of these fields and expect to enter employment for which such studies will have direct practical value. Courses in which particular emphasis is placed upon certain aspects of the technical or other specialized field may be taken as indicated below to prepare students for entry into their prospective vocations.

Students who complete this Program satisfactorily will be awarded a Secondary School Graduation Diploma. Those who have obtained this standing may enter upon a special one-year course in business and commerce, technical subjects, vocational art, or vocational music.

Subjects of study

Grade 9

A / Obligatory subjects	Teaching periods 45-period week
English / Français	7
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
French *	5(6)

Group guidance (see Note 6, p. 22)	(1)
– and	
Technical subjects or home economics or agriculture – environmental science or vocational art or vocational music	10(9)
Anglais – English	5(6)

Note 1 The division of time between general and technical subjects in grade 9 in this Branch should be approximately 80% and 20%, unless the Program is modified as provided in Note 2.

*Note 2 When a sufficient number of students on entering grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to technical subjects, home economics, vocational art, vocational music, agriculture – environmental science, or any option of grade 9 (arts and science) or is distributed among other obligatory subjects.

Note 3 Four or five periods weekly in art or music may be provided in grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	8
History	4
Geography	4
Physical education	4
Mathematics	5(6)
Science	5(6)
Anglais – English	5(6)
Technical subjects or home economics or vocational art or vocational music	10(11)
B / Optional subjects – One of:	
Art	5(4)
Music	5(4)
Agriculture – environmental science	5(4)
Commercial subjects	5
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5
Further time in **one** of technical subjects or home economics or vocational art or vocational music	5(4)
Any authorized subjects from any Branch, Program or grade for which prerequisites can be met	5(4)

Note 1 The normal allotment of time for technical subjects, home economics, vocational art, vocational music, or agriculture – environmental science in grade 10 is 14 to 16 periods, as indicated above, unless there is a special reason for students to choose an alternative option.

Note 2 Students who take vocational art or vocational music should not also take the regular option in grades 10, 11, or 12.

Note 3(a) For admission to the study courses in grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a student must have completed successfully the course in one of technical subjects or home economics, vocational art or vocational music in grade 10 of the Four-year Program of the Branch. It is advisable that the student shall also have taken the subject successfully in grade 9.

(b) A student may be permitted to enter upon the study of art, music, agriculture – environmental science or commercial subjects in grades 11 and 12 only if he has completed successfully the course in the subject in grade 9 or grade 10, or both these grades.

Grades 11 and 12

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	8
Physical education	4
Mathematics	5
Science	5
Technical subjects, vocational art or vocational music (For agriculture, see page 41) (For home economics, see page 42)	14
Anglais – English	5
B / Optional subjects – Any two of:	
History (grade 11), economics (grade 12)	5
Geography	5
One of French, Latin, German, Classical Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Agriculture – environmental science	5(4)
Commercial subjects	5
An optional subject from the Four-Year Arts and Science Program. Further time in **one** of technical subjects or home economics, vocational art or vocational music	5(4)
Any authorized subjects from any Branch, Program or grade for which prerequisites can be met	5(4)

Note 1 A maximum of 19 teaching periods may be devoted to technical subjects, home economics, vocational art or vocational music in grades 11 and 12 if the option in one of these subjects is chosen in addition to the obligatory work. This would normally be the total allotment of time to these subjects unless there is a special reason for choosing an alternative option.

Note 2 The commercial option will provide for certain students a useful complement, in view of their future plans, to the more specialized study of technical subjects, home economics, or vocational art or vocational music.

Note 3 The optional subject chosen by a student on entering grade 11 should normally be continued in grade 12 but with the approval of the principal a student may complete one subject in grade 11 of this Branch and Program and select another to be completed in grade 12 in order to constitute an option.

Note 4 Mathematics is not an obligatory subject for students who take in grades 11 and 12 the home economics course as described on pages 42 to 44 or the course in vocational art or vocational music.

Limited technical program

The Limited Technical Program is one in which the first two years of the regular Four-year Program of the Science, Technology, and Trades Branch are offered in a secondary school.

Subject to the approval of the Minister, a Board may offer the Limited Technical Program provided that the following requirements are met:

(a) A Business and Commerce Program is offered in the same school system to the end of grade 12.

(b) The school has at least two industrial arts shops.

(c) The equipment is adequate for the program.

(d) Arrangements are made for a nearby vocational school to accept recommended students from grade 10 into grade 11 of the Science, Technology, and Trades Branch.

(e) The school has sufficient enrolment to permit the satisfactory organization of this program.

Special one-year technical course

The purpose of the Special One-Year Technical Course is to give students who wish to enter trade and industry, vocational competence in one year of specialized study and training.

Students who have completed satisfactorily grade 11 or grade 12 of any approved Five-year Program or grade 12 of a Four-year Program are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (technical-special).

Subjects of study

	Teaching periods 45-period week
English composition/Composition française	3
Economics	5
Mathematics	5
Technical subjects or vocational art	32
Anglais – English	5

Note — Students will specialize in one of the technical subjects available and will complete all the work normally studied in that subject in grades 11 and 12. In addition, students must select one or more related technical subjects for which a total of 5 periods per week will be taken from the time allotted to technical subjects.

Major and related technical subjects

Grades 11 and 12

of the Four-year Program in the Science, Technology, and Trades Branch

Major technical subjects	Related subjects
Agriculture	Building trades, auto mechanics, sheet metal and welding, electricity
Aircraft mechanics	Drafting, machine shop, electricity, welding, industrial physics
Air conditioning and refrigeration	Drafting, sheet metal, electricity
Applied electricity	Drafting, electronics, machine shop, carpentry
Applied electronics	Drafting, electricity, machine shop
Auto body repair	Welding, auto mechanics, machine shop
Auto mechanics	Electricity, commercial work, machine shop, welding, small engines, auto body repair, industrial physics
Drafting – architectural	Building construction, sheet metal, plumbing
Drafting – electrical	Electricity, electronics, industrial physics
Drafting – mechanical	Machine shop, pattern making, welding, electricity, industrial physics
Foundry practice	Pattern making, machine shop, drafting
Graphic arts	Commercial art, photography, drafting
Industrial chemistry	Drafting, electricity
Industrial physics	Air conditioning and refrigeration, drafting, electronics, machine shop, welding
Machine shop practice	Drafting, welding, pattern making, auto mechanics, electricity, industrial physics

Power plant operating	Drafting, auto mechanics, electricity, diesel mechanics
Plumbing	Building construction, welding, sheet metal, drafting
Sheet metal practice	Drafting, welding, machine shop, plumbing, air conditioning and refrigeration, industrial physics
Welding	Drafting, machine shop, electricity
Woodworking – building construction	Architectural drafting, sheet metal, electricity, industrial physics
Woodworking – cabinet making and millwork	Drafting, sheet metal, electricity
Woodworking – pattern making and casting processes	Drafting, machine shop
Elements of construction technology	
Elements of electrical technology	
Elements of mechanical technology	

Note 1 Fourteen teaching periods are to be devoted to the study of the major shop (technical) subject or subjects in a 45-period or a 40-period week, as the case may be, and where, as would normally be done, further time is given to technical subjects in grades 11 and 12, the additional periods should be assigned to a related technical subject or subjects. Instead of being given to related technical subjects the additional periods may be distributed among English/Français, mathematics, and science in these grades.

Note 2 Students who take industrial chemistry as a special technical subject in grade 11 will take also in grade 11 the physics prescribed as a regular course in the Four-year Program of this Branch. Similarly, students who take industrial physics in grade 11 will take also in grade 11 the chemistry prescribed as a regular course in the Four-year Program of this Branch.

Note 3 The instruction in industrial chemistry will be continued in grade 12 and the time that would have been given to science in this grade will be added to that given to industrial chemistry.

Agriculture – environmental science

of the Four-year Program in the Science, Technology, and Trades Branch

Students are now able to take agriculture as the major subject in the Four-year Program of the Science, Technology, and Trades Branch and qualify for a Secondary School Graduation Diploma at the end of grade 12 with the designation 'Agriculture – Environmental Science'. This Four-year Program emphasizes technical and business courses useful to a student who is planning to make the agricultural industry his career. It includes in an expanded form, the science-based course in agriculture introduced in 1962.

		Teaching periods
Grade 9	Agriculture – environmental science	5
	Technical subjects	10
Grade 10	Agriculture – environmental science	5
	Technical subjects	10
Grade 11	Agriculture – environmental science	8
	Technical subjects	10
	A student would take two shop options such as:	
	Auto mechanics	5
	Carpentry and millwork	5

The extra periods for the agriculture – environmental science option may be assigned to greenhouse work or additional business or shop work.

Grade 12	Agriculture – environmental science	8
	Technical subjects	10

Note 1 The student may continue with his auto mechanics or carpentry and millwork or change to sheet metal and welding (5 periods) and electricity (5 periods) or any combination of options. Since agriculture is the major shop it would not be necessary to continue in grade 12 with the shop option elected in grade 11.

Note 2 A principal may assign up to one-half of the time allotted for technical subjects (single option) to busines and commerce subjects in grades 11 and 12. A student should be advised that, while this procedure is admissible for diploma purposes, it may be unacceptable for apprenticeship training.

Home economics

of the Four-year Program in the Science, Technology, and Trades Branch

The plan for the organization of the home economics courses in the Four-year Program of the Science, Technology, and Trades Branch is as described below.

Subjects of study

Grades 9 and 10

A / Obligatory subjects

English/Français, history, geography, mathematics, science, physical education, group guidance (see Note 6, p. 22), home economics, Anglais–English.

B / Optional subjects

One of art, music, typewriting or business practice (grade 9), business and commerce subjects (grade 10), French, another language *, or any authorized subjects from any Branch, Program or grade for which prerequisites can be met.

(a) **Teaching periods**

Home economics should be assigned, on the basis of a 45-period and a 40-period week, respectively, 10 or 8 teaching periods in grade 9, and 11 or 9 teaching periods in grade 10.

(b) The other obligatory subjects and the optional subjects should be assigned teaching time as indicated in the Four-year Program for these grades.

*German, Classical Greek, Latin, Spanish, Italian, Russian.

Note 1 Re mathematics – mathematics from either the Arts and Science Branch or the Business and Commerce Branch may be selected.

Note 2 Re science – the science of the Arts and Science Branch should be given, except in those schools which offer a special course in science for home economics with the approval of the Department of Education.

Grades 11 and 12

Note 1 In grades 11 and 12, students may specialize in one of the following:

(a) Foods and nutrition.
(b) Textiles and clothing.
(c) Home economics.

Note 2 In the foods and nutrition section, not more than 25% of the time allotted may be in the related field of textiles and clothing.

Note 3 In the clothing and textiles section, not more than 25% of the time allotted to home economics may be in the related field of foods.

Grade 11 – Home economics course

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	7
Physical education	4
Art	5
Science	5
Home economics	14
Anglais-English	5
B / Optional subjects – Any two of:	
Business and commerce subjects	5
French	5
History	5
Another language *	5
Mathematics	5
– or	
Further time in home economics	5
Any authorized subjects from any Branch, Program or grade for which prerequisites can be met	5(4)

*German, Classical Greek, Latin, Spanish, Italian, Russian.

Grade 12

	Teaching periods 45-period week
A / Obligatory subjects	
English / Français	7
Physical education	4
Marketing	5
Home economics	14
Anglais-English	5
– and any two of	
Art	5
Economics	5
Science	5
B / Optional subjects – One of:	
French	5
Another language *	5
Mathematics	5
Art	5
Music	5
Science	5
– or	
Further time in home economics	5
Any authorized subjects from any Branch, Program or grade for which prerequisites can be met	5(4)

*German, Classical Greek, Latin, Spanish, Italian, Russian.

Note The organization of this Program in grade 12 may be modified, according to specialized studies as follows:

(a) Foods and nutrition – art is not obligatory and may be taken as an option.

(b) Textiles and clothing – science is not obligatory and may be taken as an option.

Special courses

of the Four-year Program in the Science, Technology, and Trades Branch

Grades 11 and 12

Co-operative course for nursing assistants

With the approval of the Department of Education and the College of Nurses, a school board may offer a two-year course of instruction through grades 11 and 12 of the Four-year Program in the Science, Technology, and Trades Branch leading to a Secondary School Graduation Diploma (nursing assistant) and to standing for admission to the examinations conducted by the College of Nurses of Ontario for registration as nursing assistants.

Co-operative courses for dietary supervisors, dental assistants, and fashion arts are also being offered in some schools with the approval of the Minister and the appropriate sponsoring associations.

Student progress

1 It is suggested that assessment procedures may be varied to meet the requirements of different courses and different groups of students. Most schools have shown an encouraging tendency to decrease undue emphasis on final examinations in favour of student progress reports during the year.

2 When a student has completed the required subjects of any grade, the Branch and Program chosen for further studies should be subject to the approval of the principal and to diploma requirements.

3 A student who has not obtained pass standing will not be allowed to repeat a year more than once in a grade of the same program except under special circumstances and with the approval of the principal. A student who is unable to achieve satisfactorily within a program of study may be permitted to transfer to an alternative program from which he may expect to derive benefit.

4 Students who, having completed the Four-year Program in any Branch, wish to obtain the diploma which is awarded after successful completion of grade 12 in the Five-year Program, may do so by transferring to grade 12 of that program and completing successfully the required number of obligatory and optional subjects of the grade 12 year only. Under these circumstances, geography, part I (grade 11), may be taken in place of geography, part II (grade 12). Similarly, physics (grade 11) may be taken in lieu of chemistry (grade 12). In addition, students can offer the Secondary School Graduation Diploma of a Four-year Program in lieu of one or more of the options from Section C on page 26. Those who hold a Secondary School Graduation Diploma in the Business and Commerce, or Science, Technology, and Trades Branches can offer the diploma in lieu of the double option required in the Five-year Program of those Branches.

5 While it is recognized that certain courses in grade 12 may be considered as prerequisites to grade 13 courses, students may be encouraged to take courses in grade 13 for which such specific prerequisites are not required, without having completed requirements for a Secondary School Graduation Diploma in a Five-year Program.

6(i) An applicant for admission to grade 10, 11, 12 or 13 shall be admitted if the principal has satisfied himself that the applicant is competent to undertake the work of the grade to which he has applied for admission.

(ii) Where the principal is not satisfied that an applicant is competent to undertake the work of the grade to which the applicant has applied for admission, he may place him in a lower grade.

Information regarding diplomas and certificates

Statement of Standing

The principal of a secondary school shall issue a Statement of Standing on school stationery to a student who leaves school before completing requirements for the Secondary School Graduation Diploma. The statement may be issued at any time during the school year and must show the highest grade satisfactorily completed and any partial year's work which, in the opinion of the principal, is significant.

Certificate of Standing

An appropriate Certificate of Standing will be granted, on the recommendation of the principal of the secondary school last attended to a student who has completed satisfactorily two years of the Four-year Program in one of the Branches.

Certificate of Training

An appropriate Certificate of Training, which will indicate the particular skill or skills in which training has been received, will be granted on the recommendation of the secondary school principal to a student who has completed satisfactorily an occupational program.

Secondary School Graduation Diploma

A Secondary School Graduation Diploma indicating the Branch and Program followed, will be granted on the recommendation of the principal of the secondary school last attended to:

(1) a student who has completed successfully the Four-year Program in one of the three Branches; or to

(2) a student who has completed successfully four years of the Five-year Program in one of the three Branches.

Note 1 A Secondary School Graduation Diploma, with a designation depending upon the circumstances, may be granted on the recommendation of the principal to a student who has successfully completed grade 11 or grade 12 of a Five-year Program in one of the three Branches, or grade 12 of a Four-year Program in one of the three Branches followed by the successful completion of a year's work in any Five-year Program or Four-year Program of another Branch.

Note 2 A student will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully a program of study in one of the Branches in grades 11 and 12 with the required number of options, provided that the major portion of the work of grade 12 has been taken in an Ontario secondary school or an inspected private school.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the student has completed successfully the work of grade 11, even if he took that work in another school or obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the grade 11 work in the required subjects.

Therefore, it is imperative that a student who is changing schools at the end of grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of grade 11. Students should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of grades 11 and 12 as private-study students.

Note 3 A grade 12 student who is accepted for advanced enrolment in the spring in a post-secondary institution before completing requirements for the Secondary School Graduation Diploma may be released on April 21, 1972, on the recommendation of the secondary school principal. Such a student will not be eligible for a Secondary School Graduation Diploma but he will be granted a Statement of Standing and a copy of the recommendation for advanced enrolment over the signature of the principal.

Note 4 The qualifications listed on page 19, "Towards The Secondary School Graduation Diploma", in the table of certificates accepted in lieu of approved courses in music are accepted for diploma purposes in lieu of the approved music courses in grades 11 and 12.

Types of Secondary School Graduation Diplomas

The types of Secondary School Graduation Diplomas are listed below. If the student has complied with the requirements laid out in Section B for a particular Branch and Program, the diplomas will be so designated. The subject fields available in the Business and Commerce, and Science, Technology, and Trades Branches are listed below, but these will not be indicated on the diploma.

Arts and Science Branch

Five-year Program

– granted after four years successfully completed with the appropriate options.

Four-year Program

– granted after four years successfully completed with the appropriate options.

Business and Commerce Branch

Five-year Program

– granted after four years successfully completed.

Accountancy (accounting and senior business options)
Secretarial (stenography and office practice)

Four-year Program

– granted after four years successfully completed.

Bookkeeping
Clerical
Marketing
Stenographic
Data processing

Bookkeeping – bilingual
Clerical – bilingual
Marketing – bilingual
Stenographic – bilingual

Special One-year Program

Special
Special – bilingual
Special – business management

Special – clerical
Special – data processing

Five-year Program

– granted after four years successfully completed.

Art
Home economics
Drafting – architectural
Drafting – mechanical
Electricity
Electronics
Industrial chemistry
Industrial physics
Machine shop practice

Four-year Program

– granted after four years successfully completed.

Art
Dietary supervisors
Foods and nutrition
Home economics
Textiles and clothing
Food preparation and service
Hairdressing and beauty culture
Nursing assistant
Dental assistant
Agriculture – environmental science
Aircraft mechanics
Air conditioning and refrigeration
Applied electricity
Applied electronics
Applied electricity and applied electronics
Auto body repair
Auto mechanics
Industrial and paper chemistry
Drafting – architectural
Drafting – electrical
Drafting – mechanical
Fine instrument practice
Foundry practice
Fundamentals of construction
Graphic arts (printing)
Industrial chemistry
Industrial physics
Machine shop practice
Plastics
Plumbing
Power plant operating
Sheet metal practice
Welding
Woodworking – building construction
Woodworking – cabinet making
Woodworking – general
Woodworking – pattern making
Special
Elements of construction technology
Elements of electrical technology
Elements of mechanical technology

Special One-year Program

Note Other courses may be offered in all Branches as approved by the Department.

Private-school Students

Note 1 When the principal of a private school applies to the Department to have an area superintendent report upon his school with respect to the standard of instruction and the work of the students of grades 11 and 12 of the Arts and Science Branch, the Business and Commerce Branch or the Science Technology and Trades Branch, the Regional Director of Education will arrange for the inspection.

Note 2 Upon the recommendation of the principal of a private school where the area superintendent and the Regional Director of Education have reported the quality of teaching and the work of the students to be satisfactory, a Secondary School Graduation Diploma of the appropriate Branch and Program will be granted to a student who has satisfactorily completed the work of grades 11 and 12.

Note 3 Principals of private schools where mature students are permitted to complete the courses of grades 11 and 12 in one year are reminded of the following:

(a) Students who are admitted to grade 11 with the intention of qualifying for the Secondary School Graduation Diploma, and who were below 19 years of age on the previous September 1, should have completed satisfactorily regular courses of

study required for full grade 10 standing. If they have transferred from another secondary school, they should be required to present a signed statement to that effect from the principal concerned.

(b) Of those students who were below 19 years of age on the previous September 1, only those who have failed in one subject, or in very special cases in two subjects, in grade 11, should be permitted to complete the courses in grades 11 and 12 in one year.

Private-study Students

Note 1 When a student

(a) is preparing himself by private study to gain standing in a course in grade 11 or 12, he shall notify the principal of the school from which he hopes to obtain standing as early as possible but not later than the first school day in February, and thereupon the principal shall arrange for a process of evaluation of the student's work.

(b) has obtained satisfactory standing by a process of evaluation approved by the principal, the principal shall give him a statement on school stationery certifying that he has gained standing in the course concerned.

Note 2 Except with the permission of the principal, a student may not undertake private study for standing in a course in grades 11 or 12 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 3 When a private-study student has obtained evidence that he has completed successfully the program of study in grades 11 and 12 in all the required subjects of one of the Branches he must present this evidence to the principal of the school where he last obtained standing. The principal shall then recommend the student for a Secondary School Graduation Diploma of the appropriate Branch or Program.

Departmental Correspondence Course Students

Students who obtain grade 12 standing through the correspondence courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Director of Correspondence Courses. Refer to the booklet, **Correspondence Courses 1971–72.**